



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Secretary

FLSA: NE

SERVICE: Classified

REVISED: 7/11/05

Summary: Under general supervision, performs office and secretarial work of routine difficulty; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Formats, composes, and types routine correspondence.
- Orients, trains and shares information with other office personnel.
- Prepares and processes confidential and sensitive documents.
- Makes appointments, travel and meeting arrangements
- Enters data into the computer.
- Answers telephones, responds to questions, takes messages and transfers callers to appropriate parties.
- Tracks expenditures and department activities; reports aberrations.
- Maintains office files and records, some confidential in nature.
- Places orders for supplies and distributes them when received.
- May lead or supervise other clerical support staff.

Knowledge and Skills:

- Knowledge of office practices and procedures.
- Knowledge of English grammar, spelling, arithmetic, punctuation and grammar.
- Knowledge of office file management techniques.
- Skill in handling large volumes of information and documents.
- Skill in screening calls and forwarding messages.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School Diploma or G.E.D. with coursework in office secretarial skills or business; demonstrated ability to type sixty WPM; AND three years experience in secretarial work; OR an equivalent combination of education, training and experience; prior work experience in a government setting preferred.